



Human Resources

DATE POSTED: March 4, 2005

REQ. # 05-063

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER
2300 Virginia Avenue Fort Pierce, FL. 34982 – 5652
Telephone (772) 462-1546 Jobline (772) 462-1967
<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 03-04-05 TO 03-10-05, but will remain open until filled.

DEPARTMENT/DIVISION
CULTURAL AFFAIRS - MARINE CENTER

POSITION AVAILABLE
MUSEUM ATTENDANT - PART TIME W/LIMITED BENEFITS

OF OPENINGS
1

STARTING SALARY
\$ 7.58 / hour

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 607
PAY GRADE: 4
SALARY: \$7.58 - \$11.42
MUSEUM ATTENDANT

MAJOR FUNCTION: Works at the admission desk of the St. Lucie County Historical Museum or the St. Lucie County Marine Center. Compiles attendance reports and guides visitors through the museum while giving them relevant information. Provides general information to callers and visitors. Responsible for opening and closing the museum.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Knowledge: Operation of cash register, handling money, completing financial reports and making change. Knowledge of the specific aspects of the Museum they are assigned to.

Abilities and Skills: Must be able to work with the general public and the professional staff. Good speaking and presentation skills and the ability to respond to unscripted inquiries.

ESSENTIAL JOB FUNCTION: Collect admission fees, schedule group tours, conduct individual and group tours and assist the professional staff as needed. Maintain attendance reports and monetary reports. Prepare the museum for opening and closing. Work in the gift shop when needed. Provides on-site support for special events. Weekend hours may be part of the employee's schedule. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of both hands. Good hand/eye coordination. Good vision, good hearing. Walking and standing.

ENVIRONMENTAL CONDITION REQUIREMENTS: Works in an indoor air-conditioned facility most of the time. Move about freely to climb stairs, walk concrete and tile floors. Direct foot traffic. Lift up to 30 lbs on an infrequent basis.

WORK HAZARDS: Work may be outside in adverse weather conditions of heat, cold, rain, humidity or inside and air-conditioned environment.

SAFETY EQUIPMENT USED OR NEEDED: None

EDUCATION: High school graduate or equivalent. A comparable amount of experience may be substituted for the minimum requirements.

EXPERIENCE: Working with the general public. Ability to operate a cash register and account for money.

LICENSE, CERTIFICATION, OR REGISTRATION: Must have a valid Florida Driver's License and maintain a good driving record.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
-------	-------------	--------	--------------